

## **PRE – SALE INSPECTION GUIDELINES**

The Buildings, Safety Engineering and Environmental Department will inspect, prior to sale or transfer, **a one or two family dwelling** and issue a Certificate of Approval if the structure is free from defects described herein. Deficiencies found as a result of the inspection will be noted in an Inspection Report issued to the owner or owner's representative. The Department reserves the right to include in the inspection report any conditions not described herein which may be a hazard to health and safety.

It is understood that the Buildings, Safety Engineering and Environmental Department is not responsible for defects not ascertained under established procedure. **Further, the certificate of approval is not a warranty or guarantee.**

The following structural and / or mechanical defects must be repaired prior to issuance of a Certificate of Approval:

### **BUILDING EXTERIOR:**

<u>Chimney</u>
<ul style="list-style-type: none"> <li>• Loose, cracked, missing masonry</li> <li>• Loose or missing chimney cap</li> </ul>
<u>Roofing</u>
<ul style="list-style-type: none"> <li>• Sections missing, roof leaks</li> <li>• Flashing rusted through and leaks</li> </ul>
<u>Windows</u>
<ul style="list-style-type: none"> <li>• Glass broken, leaks / draft</li> <li>• Rails and sills rotted, broken</li> </ul>
<u>Doors</u>
<ul style="list-style-type: none"> <li>• Broken, leaks / draft</li> <li>• Defective locking hardware</li> </ul>
<u>Porch</u>
<ul style="list-style-type: none"> <li>• Rotted, broken floor joists, decking, Piers out of plumb</li> <li>• Open mortar joints</li> </ul>
<u>Steps</u>
<ul style="list-style-type: none"> <li>• Rotted, loose, broken treads, stringers, handrails</li> </ul>
<u>Walls</u>
<ul style="list-style-type: none"> <li>• Bulged, siding missing, evidence of leaks</li> <li>• Scaling paint</li> </ul>
<u>Wood Trim</u>
<ul style="list-style-type: none"> <li>• Loose, broken, rotted, missing</li> <li>• Scaling paint</li> </ul>

### **BUILDING INTERIOR:**

<ul style="list-style-type: none"> <li>• Loose, missing defective plaster</li> <li>• Scaling paint</li> <li>• Rotted, insanitary flooring</li> </ul>
<ul style="list-style-type: none"> <li>• Install required smoke detectors</li> <li>• Illegal rooms (insufficient ceiling heights, light and ventilation)</li> <li>• Illegal sleeping rooms in cellar or attic</li> </ul>
<ul style="list-style-type: none"> <li>• Damaged, broken, cracked, rotted or missing columns, beams, joists, studs, rafters</li> </ul>
<ul style="list-style-type: none"> <li>• Broken, cracked, loose stair treads, missing / loose handrail</li> <li>• Evidence of leaks in cellar</li> </ul>
<b><u>RODENT AND VERMIN INFESTATION:</u></b>
<ul style="list-style-type: none"> <li>• Evidence of infestation (requires rat-proofing and extermination)</li> </ul>
<b><u>GARAGE / SHED:</u></b>
<ul style="list-style-type: none"> <li>• Rotted, broken studs, rafters, leaking roof, missing siding, defective doors</li> <li>• Scaling paint</li> </ul>

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<b>HEATING SYSTEM</b>	<b>ELECTRICAL SYSTEM</b>	<b>PLUMBING SYSTEM</b>
<ul style="list-style-type: none"> <li>• Provide complete operation of heating system</li> </ul>	<ul style="list-style-type: none"> <li>• Provide complete operation of electrical system</li> </ul>	<ul style="list-style-type: none"> <li>• Provide complete operation of plumbing system</li> </ul>
<ul style="list-style-type: none"> <li>• Obstructed chimney clean out opening</li> <li>• No tight fitting operable cleanout door in chimney</li> <li>• Unsealed vent and chimney connectors</li> <li>• Unused openings in chimney</li> </ul>	<ul style="list-style-type: none"> <li>• Cords used in lieu of permanent wiring</li> <li>• Illegal extension to wiring system in order to provide light, heat or power</li> </ul>	<ul style="list-style-type: none"> <li>• Leaking water or waste piping</li> <li>• Illegally / incorrectly installed plumbing fixtures</li> </ul>
<ul style="list-style-type: none"> <li>• Rusted or defective vent and chimney connectors</li> </ul>	<ul style="list-style-type: none"> <li>• Over loading of circuits, feeders, or service</li> </ul>	<ul style="list-style-type: none"> <li>• Plugged drain</li> </ul>
<ul style="list-style-type: none"> <li>• Combustible materials near furnace</li> </ul>	<ul style="list-style-type: none"> <li>• Illegal electrical installations</li> </ul>	<ul style="list-style-type: none"> <li>• Defective faucets</li> </ul>
<ul style="list-style-type: none"> <li>• Improperly adjusted pilot flame and main burner</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of general lighting in basement</li> </ul>	<ul style="list-style-type: none"> <li>• Missing floor drain strainers</li> <li>• Missing clean out plugs</li> </ul>
<ul style="list-style-type: none"> <li>• Heating equipment incapable of heating all habitable areas</li> </ul>	<ul style="list-style-type: none"> <li>• Less than 60 AMP service in dwelling</li> </ul>	<ul style="list-style-type: none"> <li>• Open joints at bathtub / shower walls</li> </ul>
<ul style="list-style-type: none"> <li>• Leaks in steam and hot water heating system</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of operable independent laundry circuit</li> </ul>	<ul style="list-style-type: none"> <li>• Defective gutters and downspouts</li> </ul>
<ul style="list-style-type: none"> <li>• Non-functioning safety valve and electrical equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of operable light fixture in toilet room, bathroom, laundry room, furnace room, hall</li> </ul>	<ul style="list-style-type: none"> <li>• Insanitary and / or broken cracked plumbing fixtures</li> </ul>
<ul style="list-style-type: none"> <li>• Duct work not connected</li> <li>• Unvented space heating equipment (remove and properly cap fuel lines)</li> </ul>	<ul style="list-style-type: none"> <li>• Less than minimum number of receptacles in bathroom (1), bedroom (2), dinning room (2), Kitchen (3), Living room (4), Recreation room (2)</li> </ul>	<ul style="list-style-type: none"> <li>• Unsafe installation of water heater</li> <li>• No pressure - temperature relief valve</li> <li>• No full size unthreaded end discharge tube from relief valve to within four inches of floor</li> </ul>